

# Paper Submission Guide

Updated: January 24, 2018

Submission of an article implies that the work described has not been published previously (except in the form of an abstract or as part of a published lecture or academic thesis), that it is not under consideration for publication elsewhere, that its publication is approved by all authors and tacitly or explicitly by the authorities responsible where the work was carried out, and that, if accepted, the article will not be published elsewhere in the same form, in English or in any other language, without the written consent of the publisher. The editors reserve the right to edit or otherwise alter all contributions, but authors will receive proofs for approval before publication.

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The publisher and journals have a zero-tolerance plagiarism policy. We check the issue using two methods: a plagiarism prevention tool (iThenticate) and a reviewer check. All submissions will be checked by iThenticate before being sent to reviewers.

Authors permit the publisher to apply a DOI to their articles and to archive them in databases and indexes such as EBSCO, DOAJ, and ProQuest.

Manuscripts should be prepared in Microsoft Word or LaTeX format (based on the requirement of different journals) and submitted online. If you have any questions, please contact the editor of the journal.

## **Paper Selection and Publication Process**

- a) Upon receipt of a submission, the editor sends an e-mail of confirmation to the submission's author within one to three working days. If you fail to receive this confirmation, your submission e-mail may have been missed.
- b) Peer review. We use a double-blind system for peer review; both reviewers' and authors' identities remain anonymous. The paper will be reviewed by at least two experts: one editorial staff member and one to three reviewers. The review process may take two to four weeks.
- c) Notification of the result of review by e-mail.
- d) If the submission is accepted, the authors revise paper and pay the publication fee.
- e) A PDF version of the article is available for download on the journal's webpage free of charge.
- f) From July 1, 2018, we will not automatically provide authors free print journals. We will provide free print copies for authors who really need them. Authors are requested to kindly fill a application form to request free print copies. Additionally, we are happy to provide the journal's eBook in PDF format for authors, free of charge. This is the same as the printed version.

## **1. General Requirements**

### *1.1 Language and Numbers*

Please write your text in proper English; American or British usage is accepted, but not a mixture of both. When writing numbers, use a period, not a comma, to represent the decimal point and a space to separate

numbers of more than five digits into groups of three, whether on the left or the right of the decimal point (i.e., 10 000.471 85, but 1000.4718). We only accept manuscripts written in English.

### *1.2 Length of Paper*

Papers between 3,000 and 8,000 words are preferred.

## **2. Title Page**

To ensure the integrity of the peer review process, every effort should be made to prevent the identities of the authors and reviewers from being known to each other.

When you upload a submission file, author identities should be removed from it. You should upload the title page as a supplementary file for the editor to review.

### *2.1 Title*

Be concise and informative. Titles are often used in information-retrieval systems. Avoid abbreviations and formulae where possible. If you choose to have a subtitle, it should be italicized and centered directly below the main title.

### *2.2 Authors' Names and Affiliations*

The preferred form of an author's name is first name, middle initial(s), and last name; this form reduces the likelihood of mistaken identity. To assist researchers as well as librarians, use the same form for publication throughout your career; that is, do not use initials on one manuscript and your full name on a later one. Determining whether Juanita A. Smith is the same person as J. A. Smith, J. Smith, or A. Smith can be difficult, particularly when citations span several years and institutional affiliations. Omit all titles (e.g., Dr., Professor) and degrees (e.g., PhD, PsyD, EdD).

The authors' affiliation identifies the location of the author(s) at the time the research was conducted, which is usually an institution. Include a dual affiliation only if two institutions contributed substantial support to the study. Include no more than two affiliations per author.

*Example:*

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## **3. Preparation of Text**

Manuscripts should be organized in the following order:

Title; abstract; keywords (indexing terms, normally three-to-six items); introduction; material studied, area descriptions, methods, and/or techniques; results; discussion; conclusion; acknowledgements; references.

### *3.1 General Rules for Text*

Please use the following rules for the entire text, including abstract, keywords, headings and references.

Font: Times New Roman; Size: 10 pt.

Paragraph Spacing: Above paragraph — 0 pt.; below paragraph — 4 pt.

Line Spacing: fixed, 12 pt.

Heading 1: Times New Roman; 10 pt.; Bold; for example, **1. First-level Heading**

Heading 2: Times New Roman; 10 pt.; Italic; for example, *1.1 Second-level Heading*

Heading 3: Times New Roman; 10 pt.; for example, 1.1.1 Third-level Heading

### 3.2 Abstract

A concise and factual abstract is required (maximum length of 250 words). The abstract should state briefly the purpose of the research, the principal results, and major conclusions. An abstract is often presented separately from the article, so it must be able to stand alone. References should therefore be avoided, but, if essential, they must be cited in full in the abstract, without relying on the reference list.

### 3.3 Keywords

Immediately after the abstract, provide a maximum of 8 keywords, avoiding general and plural terms and multiple concepts (e.g., “and,” “of”). Be sparing with abbreviations: only abbreviations firmly established in the field may be eligible.

### 3.4 Subdivision of the Article

Divide your article into clearly defined and numbered sections (ex. 1., 2., 3., etc.). Subsections should be numbered 1.1, 1.2, etc., and sub-subsections should be numbered 1.1.1, 1.1.2, etc. Note that the abstract is not included in section numbering. Use this numbering also for internal cross-referencing: do not just refer to “the text.” Any subsection, ideally, should not be more than 600 words. Authors are urged to write as concisely as possible but not at the expense of clarity.

### 3.5 Equations

The text size of equations should be similar to normal text size. The formula should be placed center justified with serial number on the right. For example:

$$a=[(1+b)/x]^{1/2} \quad (1)$$

### 3.6 Tables

Number tables consecutively in accordance with their appearance in the text. Place a table’s caption above the table’s body and its description below the body. Avoid vertical rules. Be sparing in the use of tables and ensure that the data presented in tables do not duplicate results described elsewhere in the article.

For example:

Table 1. The capitals, assets, and revenue in listed banks

	Total capital stock	Income of main business	Total assets
Pudong Development Bank	39.2	214.7	5730.7
Bank of China	459.4	3345.7	59 876.9

As shown in Table 1, the capitals, assets, and revenue with...

### 3.7 Figures and Schemes

Number figures consecutively in accordance with their appearance in the text. Place a figure’s caption and

description below the figure body. A minimum resolution of 300 DPI is required.

Note: Avoid abbreviating the titles of tables, figures, and equations (i.e., Tab. 1, Fig. 2, Eq. 3) in the caption or in running text. Do not write “the table above/below” or “the figure on page 32,” because the position and page number of a table or figure cannot be determined until the pages are typeset.

#### 4. References

Cite the work of those individuals whose ideas, theories, or research have directly influenced your work. They may provide key background information, support or dispute your thesis, or offer critical definitions and data. Citation of an article implies that you have personally read the cited work. In addition to crediting the ideas of others that you used to build your thesis, provide documentation for all facts and figures that are not considered common knowledge.

##### 4.1 Citations in the Text

Each reference cited in the text must appear in the reference list, and each entry in the reference list must be cited in the text. However, two kinds of material are cited only in the text: references to classical works such as the Bible and the Qur’an, whose sections are standardized across editions, and references to personal communication. References in a meta-analysis are not cited in-text unless they are also mentioned in the text.

When formatting an in-text citation, give, in parentheses, the last name of the author of the cited work and the year it was published. For unpublished or informally published works, give the year the work was produced. Write “*in press*” in parentheses for articles that have been accepted for publication but that have not yet been published. Do not give a date until the article has actually been published.

In all other instances, citations in the text should follow the referencing style used by the American Psychological Association.

##### Examples:

###### ❖ A Work by Two Authors

Name both authors in the signal phrase or in the parentheses each time you cite the work. Use the word “and” between the authors' names within the text; use the ampersand in the parentheses.

Research by Wegener and Petty (1994) supports...  
(Wegener & Petty, 1994)

###### ❖ A Work by Three to Five Authors

List all the authors in the signal phrase or in parentheses the first time you cite the source.

(Kernis, Cornell, Sun, Berry, & Harlow, 1993)

In subsequent citations, only use the first author's last name followed by “et al.” in the signal phrase or in parentheses.

(Kernis et al., 1993)

###### ❖ Six or More Authors

Use the first author's last name followed by et al. in the signal phrase or in parentheses.

Harris et al. (2001) argued...  
(Harris et al., 2001)

❖ *Authors with the Same Last Name*

To prevent confusion, use first initials when citing two or more authors with the same last name.

(E. Johnson, 2001; L. Johnson, 1998)

❖ *Unknown Author*

If the work does not have an author, cite the source by its title in the signal phrase or use the first word or two in the parentheses. Titles of books and reports are italicized; titles of articles, chapters, and Web pages are put in quotation marks.

A similar study was done of students learning to format research papers.

Note: In the rare case that "Anonymous" is used for the author, treat it as the author's name in parentheses and the reference page.

(Anonymous, 2001)

❖ *Organization as an Author*

If the author is an organization or a government agency, mention the organization in the signal phrase or in the parenthetical citation the first time you cite the source.

According to the American Psychological Association (2000),...

If the organization has a well-known abbreviation, include the abbreviation in brackets behind the full name of the organization the first time the source is cited and then use only the abbreviation in later citations.

First citation: (Mothers Against Drunk Driving [MADD], 2000)

Second citation: (MADD, 2000)

#### *4.2 Citing and Listing of Web References*

As a minimum, the full URL should be given. Any further information (author names, dates, reference to a source publication, etc.), if known, should also be given. Web references can be listed separately (e.g., after the reference list) under a different heading if desired, or they can be included in the reference list.

#### *4.3 Reference List*

References should be arranged first alphabetically and then further sorted chronologically if necessary. More than one reference from the same author(s) in the same year must be identified by the letters "a", "b", "c", etc., placed after the year of publication.

#### *4.4 DOIs in References*

The journal/publisher encourages authors to cite those items (journal articles, conference proceedings, book chapters, technical reports, working papers, dissertations, etc.) that have DOIs. When the cited items have DOIs, the authors should add DOI persistent links to the regular references. The DOI persistent links should be the last elements in the references. The persistent links should be active.

Format of persistent link: <https://doi.org/+DOI>

Example of persistent link: <https://doi.org/10.1109/2.901164>

The authors or editors may retrieve articles' DOIs at <http://www.crossref.org/SimpleTextQuery/>

You can register a free account to start retrieving articles' DOIs. CrossRef allows you to check multiple references. Please read this webpage very carefully. Only articles with assigned DOIs can be retrieved through this webpage.

#### 4.5 References Examples

##### **Books**

###### ❖ **Book with one author**

Bernstein, T. M. (1965). *The careful writer: A modern guide to English usage* (2nd ed.). New York, NY: Atheneum.

###### ❖ **Electronic book**

*Replace place-of-publication and publisher information with the DOI.*

Anderson, C. A., Gentile, D. A., & Buckley, K. E. (2007). *Violent video game effects on children and adolescents: Theory, research and public policy*.  
<https://doi.org/10.1093/acprof:oso/9780195309836.001.0001>

###### ❖ **Work with two authors**

Beck, C. A. J., & Sales, B. D. (2001). *Family mediation: Facts, myths, and future prospects*. Washington, DC: American Psychological Association. <https://doi.org/10.1037/10401-000>

###### ❖ **Two or more works by the same author**

*Arrange by the year of publication, the earliest first.*

Postman, N. (1979). *Teaching as a conserving activity*. New York, NY: Delacorte Press.

Postman, N. (1985). *Amusing ourselves to death: Public discourse in the age of show business*. New York, NY: Viking.

*If works by the same author are published in the same year, arrange alphabetically by title and distinguish the documents by adding a lowercase letter after the year of publication as indicated below.*

McLuhan, M. (1970a). *Culture is our business*. New York, NY: McGraw-Hill.

McLuhan, M. (1970b). *From cliché to archetype*. New York, NY: Viking Press.

###### ❖ **Book by a corporate author**

*Associations, corporations, agencies, government departments, and organizations are considered authors when there is no single author.*

American Psychological Association. (1972). *Ethical standards of psychologists*. Washington, DC: American Psychological Association.

##### **Anthologies, Course Packs, & Encyclopedias**

###### ❖ **Anthology or compilation**

Gibbs, J. T., & Huang, L. N. (Eds.). (1991). *Children of color: Psychological interventions with minority youth*. San Francisco, CA: Jossey-Bass.

###### ❖ **Work in an anthology or an essay in a book**

Bjork, R. A. (1989). Retrieval inhibition as an adaptive mechanism in human memory. In H. L. Roediger III, & F. I. M. Craik (Eds.), *Varieties of memory & consciousness* (pp. 309-330). Hillsdale, NJ: Erlbaum.

###### ❖ **Work in a course pack**

Goleman, D. (2009). What makes a leader? In D. Demers (Ed.), *AHSC 230: Interpersonal communication and relationships* (pp. 47–56). Montreal, Canada: Concordia University Bookstore. (Reprinted from *Harvard Business Review*, 76(6), pp. 93-102, 1998).

❖ **Article in a reference book or an entry in an encyclopedia**

*If the article/entry is signed, include the author's name; if unsigned, begin with the title of the entry*

Guignon, C. B. (1998). Existentialism. In E. Craig (Ed.), *Routledge encyclopedia of philosophy* (Vol. 3, pp. 493-502). London, England: Routledge.

## Articles

❖ **Article in a journal—for articles retrieved online**

Mellers, B. A. (2000). Choice and the relative pleasure of consequences. *Psychological Bulletin*, 126, 910-924. <https://doi.org/10.1037/0033-2909.126.6.910>

*Note: List only the volume number if the periodical uses continuous pagination throughout a particular volume. If each issue begins with page 1, then list the issue number as well.*

Klimoski, R., & Palmer, S. (1993). The ADA and the hiring process in organizations. *Consulting Psychology Journal: Practice and Research*, 45(2), 10-36. <https://doi.org/10.1037/1061-4087.45.2.10>

❖ **Articles in a journal, more than seven authors**

Gilbert, D. G., McClernon, J. F., Rabinovich, N. E., Sugai, C., Plath, L. C., Asgaard, G., ... Botros, N. (2004). Effects of quitting smoking on EEG activation and attention last for more than 31 days and are more severe with stress, dependence, DRD2 A 1 allele, and depressive traits. *Nicotine and Tobacco Research*, 6, 249-267. <https://doi.org/10.1080/14622200410001676305>

❖ **Article in a newspaper or magazine**

Semenak, S. (1995, December 28). Feeling right at home: Government residence eschews traditional rules. *Montreal Gazette*, p. A4.

Schwartz, J. (1993, September 30). Obesity affects economic, social status. *The Washington Post*, pp. A1, A4.

Driedger, S. D. (1998, April 20). After divorce. *Maclean's*, 111(16), 38-43.

❖ **Article from an electronic source**

Zhao, S., Grasmuck, S., & Martin, J. (2008). Identity construction on Facebook: Digital empowerment in anchored relationships. *Computers in Human Behavior*, 24(5), 1816-1836. <https://doi.org/10.1016/j.chb.2008.02.012>

*URL for an online periodical:*

Cooper, A., & Humphreys, K. (2008). The uncertainty is killing me: Self-triage decision making and information availability. *E-Journal of Applied Psychology*, 4(1). Retrieved from <http://ojs.lib.swin.edu.au/index.php/ejap/article/view/124/129>

## Multimedia

❖ **Television or radio program**

MacIntyre, L. (Reporter). (2002, January 23). Scandal of the century [Television series episode]. In H. Cashore (Producer), *The fifth estate*. Toronto, Canada: Canadian Broadcasting Corporation.

❖ **Film, video recording or DVD**

Kubrick, S. (Director). (1980). *The shining* [Motion picture]. United States: Warner Brothers.

❖ **Online lecture notes and presentation slides (such as Moodle)**

Cress, C. M. (2009). *Curricular strategies for student success and engaged learning* [PowerPoint slides]. Retrieved from [http://www.vtcampuscompact.org/2009/TCL\\_post/presenter\\_powerpoints/Christine%20Cress%20-%20Curricular%20Strategies.ppt](http://www.vtcampuscompact.org/2009/TCL_post/presenter_powerpoints/Christine%20Cress%20-%20Curricular%20Strategies.ppt)

**Web pages**

❖ **Web pages and non-periodical documents on the Internet**

Library and Archives Canada. (2008). *Celebrating women's achievements: Women artists in Canada*. Retrieved from <http://www.collectionscanada.gc.ca/women/002026-500-e.html>

Geography of Canada. (2009, September 29). In *Wikipedia, the free encyclopedia*. Retrieved September 30, 2009, from [http://en.wikipedia.org/wiki/Geography\\_of\\_Canada](http://en.wikipedia.org/wiki/Geography_of_Canada)